

THRU Chief, General Services Office  
Chief, Records Services Division  
Chief, Machine Records Branch

27 November 1953

Discussion on Proposed Leave Systems

25X1

[redacted] of Comptroller's Office called a meeting on Tuesday November 24, 1953 at 9 A.M. in his office. This meeting was called to make plans and set a date for inaugurating one or the other of the proposed leave systems on a trial basis.

25X1

25X1

25X1

[redacted] of the Comptroller's office, [redacted] of Payroll Section and [redacted] of Machine Records Branch attended this meeting. It was decided to try the decentralized manual system first. The reason for this is that the manual system has the means for starting at any time; that is, completed procedure and a revised T/A, <sup>FPM</sup> that was designed for such a system. The machine system would not be able to go in effect until printed card forms can be obtained, which would take about sixty days, and the instructions for T/A clerks have not been prepared. This would not be an opportune time for Payroll Section or Machine Records Branch to try the machine system, due to end of year reports and changes to be made in payroll operation.

The Decentralized Manual System will be tried for a period covering 4 pay periods and at the end of that time, the machine system will be tried using the same offices that were used for the manual system experiment.

LS/

[redacted]  
Chief, Machine Records Branch

25X1

621080100

Report for week ending 27 November 1953 from RECORDS DISPOSITION BRANCH

Foreign Broadcast Information Division

Analysts assigned to this job continue to inventory the records holdings of the Division. Because of the lack of procedural requirements for handling mail and record material, and because of the extremely disorderly arrangement of present records holdings, it is felt that this job should be accomplished in the following order:

- ✓ 1. Identify all current files to be maintained in carrying out the operational activities of the Division; determine the most appropriate location of these files; and determine how these files are to be maintained. (This activity would provide for the development of systems and procedures for handling and maintaining mail and records).
2. Physically remove all inactive records, stocks of publications and obsolete reference material to the Records Center.
3. Establish systems as developed in Item No. 1.
4. Train mail and files personnel for operating newly established systems.
5. About six months after newly established systems have been installed, write a records control schedule.

Medical Office

The taking of an inventory of the records of this office will begin on Monday, 30 November. All working detail has been discussed and agreements reached.

Chief, Records Disposition Branch

811380103

**Report for week ending 27 November 1953 from FORMS MANAGEMENT BRANCH**

In connection with the standardization of type fonts for forms, several errors have been discovered in the type listings in AFM 9-1 and corrections have been made.

The release of memo FM-2 concerning the Security Classification of Forms and the use of phrase "When Filled In" has been held up pending the release of FM-1.

Vue Graf Slides, at the suggestion of Graphics, ORR, have been forwarded to the Pentagon Building for necessary corrections in order that they will better fill the needs of this Agency. These slides are to be returned next week.

Reply to Incentive Awards Committee on Suggestion No. 378 had to be retyped the second time because of typist misunderstanding instructions. Coordination on this reply is expected to be obtained.

Copy of AFM 9-1 has been sent to [redacted] Area Records Officer for the Office of Comptroller.

25X1

On 19 November, contact was made with [redacted] and [redacted] Room 2704, "L" Bldg. by [redacted] and myself concerning the format, procedures, printing and processing of the various Information Report forms. [redacted] of the Reproduction Division in "L" Bldg. was also contacted. Arrangements were made with [redacted] for study to be made on 23 November. Building Supply Officers were contacted to determine if immediate reprinting of any of the various forms was necessary. On 23 November, attended a meeting with [redacted] and obtained preliminary data regarding masters, i.e., medium runs.

25X1

25X1

Inspection was made of the Reproduction facilities located in 2705 "L" Bldg.

**Current Requests for New, Revised and Reprinted Forms.**

<u>No. of Requisitions</u>		<u>Copies</u>	
New	5	20,000	Total
Revisions	3	84,300	"
Reprints	13	162,700	"
		<u>267,000</u>	Grand Total

Obsolete Forms 1

Request for one new form disapproved and an approved for substituted.

Report for week ending 27 November 1953 from RECORDS CENTER BRANCH

1. Arrangements have been made with GSA/PBS for the erection of 100 sections of steel shelving at \$5.50 per section. This price represents a saving of \$4.24 per section over the price charged by the private contractor. However, it appears that there may be some delay in securing the skilled labor required for the job from the GSA pool.
2. Estimates on the cost of bracing the steel shelving now erected are being secured from GSA/PBS.

Chief, Records Center Branch

Report for week ending 27 November 1953 from RECORDS SYSTEMS BRANCH

Office of the Director - Following a discussion with [ ] regarding the need for implementing the instructions concerning the filing of record copies of staff papers as stated in Regulation [ ], a draft of a proposed notice was prepared and forwarded for his consideration.

Office of Intelligence Coordination - The adaption of the Agency File Manual to the files of OIC was discussed with [ ] of that office. Our impression is that they felt the Manual is applicable to their material but further discussion will be necessary.

Mail Control Section - On 23 November, the Mail Control Section took over from the Logistics Office, the responsibility of handling the bulk unclassified material (OLI/P) between the Department of State and Tempo [ ]. A Logistics laborer, [ ] reported for temporary duty with the Mail Control Section to assist in the handling of this material, and for any other runs which may require a laborer. Following is listed the quantity of material handled on each day so far:

23 Nov.	35 bags, State to [ ]
24 Nov.	11 bags, 5 boxes State to [ ]
	8 bags [ ] to State
25 Nov.	15 bags, 4 boxes State to [ ]
	7 bags [ ] to State

The greatest problem in connection with this new duty is that these heavy mail bags must be carried up and down the stairs at Tempo [ ]

As the result of a request from Chief, SR/AL (DD/P) for an additional messenger stop in [ ] regular service was started on 23 November.

On 24 November, [ ] messenger, was interviewed by [ ] of the Cable Secretariat in regard to a courier position. [ ] has agreed to accept this position, contingent on a suitable replacement.

Chief, Records Systems Branch

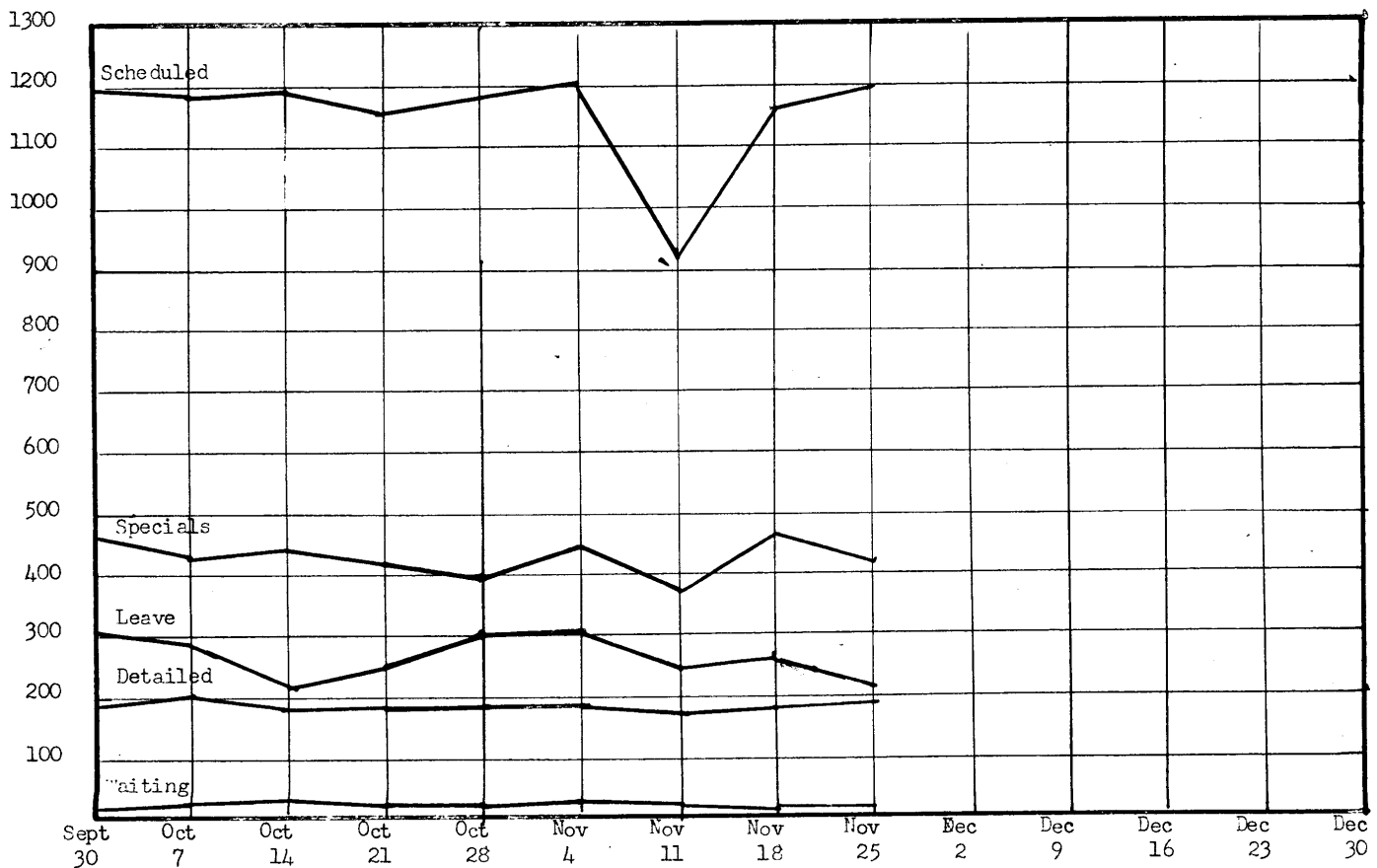
311910109

# TIME DISTRIBUTION CHART

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900240021-2

MAIL CONTROL SECTION

Man-  
hours



Approved For Release 2006/05/24 : CIA-RDP70-00211R000900240021-2

CONFIDENTIAL  
Security Information

EXHIBIT 5

CONFIDENTIAL  
Security Information

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images filmed-Rotary Camera	0	18,697
Flat-bed Camera	4,720	9,785
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	0	-
References to record material	89	178
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	1,250	624
Intelligence Reports	85	145
b. Supplemental Distribution:		
Information Reports	315	306
Intelligence Reports	173	191
Notices	10	32
Regulations	11	144
Others	0	9
c. Initial Distribution:		
Notices	4	3
Regulations	2	1.7
Others	0	.5
4. Mail Activities		
a. Post Office Mail		
Incoming	5,014	5,064
Outgoing	6,913	6,537
b. Postage expended	\$839.09	\$800.12
c. Scheduled Courier trips	240	240
d. Special Courier trips	96	55.3
e. Inter-agency mail by Courier		
Incoming	1,366	956
Outgoing	1,239	1,313
f. Personnel actions:		
Recruitments	2	-
Separations	0	-
g. Use of Motor Pool Vehicles		
Available	4	-
Available but delayed	0	-
Not Available	0	-